

**University LifeCare Center**  
**Site Visit Programmatic Questions**  
September 3, 2015

**1. Update Report**

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs?  
**Reporting of clients are down with the move in the last several months to the temporary location of Highland Life Care in St. Paul. Numbers of both clients and services offered are hoping to rise with the moving to and location on University Ave. in St. Paul, October of 2015.**

**2. Work Plan**

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.  
**The info and crisis phone line was replaced early on in the grant with on-site mental health counseling.**
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?  
**A summary was provided and will be in the grantee's file.**
- Do you anticipate making any changes to the 2014-15 Work Plan? If so, in what way and for what reasons?  
**No.**

**3. Fiscal Review**

- Review of the 2012-14 expenditures spreadsheet
- Have you or do you intend to revise your 2014-15 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed.

**A future increased salary distribution for University staff was discussed. With the Center's recent transition funds were not needed or expensed for this grantee's**

**staff. There are additional roll over staff funds that will be allocated as an increased salary distribution so that funding can be used by the end of the grant cycle.**

**4. Grant Closeout Form**

- You will have an opportunity to review a draft of your Grant Closeout Form.

**5. 2014-16 Evaluation (availability of items below depend on date of site visit)**

- Your 2013-14 Evaluation Report Summary will be discussed.
- Your 2014-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed.

**An evaluation plan was not submitted by the interim volunteer director in June. Lisa Schmitz was recently hired as Executive Director and will be submitting an evaluation plan for University within the next month.**

**6. Positive Alternatives website**

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions

**7. Provide Updates**

- Have you made any changes to your application Face Sheet data?

**Yes, changes were submitted.**

- Do you want to revise your website posting?

**Yes, a revised website was submitted and will be changed in October with the opening of the new combined Center (University and Highland Life Care Centers).**

**8. Issues specific to this grantee**

How is information from grantee meetings transmitted to Univ. staff? It would be preferable for staff who interact w clients on a daily basis to attend grantee meetings.

Issues of staffing appropriation and client counting for both centers were discussed with the combining of both Centers at one location.

**9. Tour of Facility**

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area

**A follow-up to this site visit will be planned in the next several months as both Centers move to their new location on University Avenue in St. Paul. A Meeting was scheduled in November.**

**10. How can MDH be more supportive of your program?**

**It was suggested that MDH could provide new Executive Directors one central location to access information, requirements and forms needed for the Positive Alternatives Grant Program. Our grant manager's team is actually looking to streamline the MDH grant programs and it is an idea that is in its early planning stages.**

**11. Other?**

**After this grantee's site visit it was clear the combined board and staff of both the University and Highland Life Care Centers have diligently planned for the responsible use of the PA funding they both have been awarded through the end of the 2016 grant cycle. Lisa outlined their system of accounting for staff funding (each staff member is assigned to one grant program only) and client counting (clients are counted by the staff they are assigned to and will be included only in that Center's client numbers). Both Centers have retained their individual 501 (3)(c) status so legally they are two separate entities.**